

**U.S. Department of Justice**  
United States Marshals Service



**REQUEST FOR SERVICE ABROAD OF JUDICIAL OR EXTRAJUDICIAL  
DOCUMENTS PURSUANT TO THE ADDITIONAL PROTOCOL TO THE  
INTER-AMERICAN CONVENTION ON LETTERS ROGATORY**

FORM A

**LETTER ROGATORY<sub>1</sub>**

**1**

**REQUESTING JUDICIAL OR OTHER  
ADJUDICATORY AUTHORITY**

Name \_\_\_\_\_

Address \_\_\_\_\_

**2**

CASE: \_\_\_\_\_

DOCKET No.: \_\_\_\_\_

**3**

**CENTRAL AUTHORITY OF  
THE STATE OF ORIGIN**

Name \_\_\_\_\_

Address \_\_\_\_\_

**4**

**CENTRAL AUTHORITY OF  
THE STATE OF DESTINATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

**5**

**REQUESTING PARTY**

Name \_\_\_\_\_

Address \_\_\_\_\_

**6**

**COUNSEL TO THE REQUESTING PARTY**

Name \_\_\_\_\_

Address \_\_\_\_\_

**PERSON DESIGNATED TO ACT IN CONNECTION WITH THE LETTER ROGATORY**

Name \_\_\_\_\_

Is this person responsible for costs and expenses?

YES  NO

\* If not, check in the amount of \_\_\_\_\_  
is attached

\* Or proof of payment is attached

1 Complete the original and two copies of this form; if A(l) is applicable, attach the original and two copies of the translation of this item in the language of the State of destination.

\* Delete if inapplicable.

The Central Authority signing this letter rogatory has the honor to transmit to you in triplicate the documents listed below and, in conformity with the Protocol to the Inter-American Convention on Letters Rogatory:

- \* A. Requests their prompt service on:

---

The undersigned authority requests that service be carried out in the following manner:

- \* (1) In accordance with the special procedure or additional formalities that are described below, as provided for in the second paragraph of Article 10 of the above-mentioned Convention; or
- \* (2) By service personally on the identified addressee or, in the case of a legal entity, on its authorized agent; or
- \* (3) If the person or the authorized agent of the entity to be served is not found, service shall be made in accordance with the law of the State of destination.

- \* B. Requests the delivery of the documents listed below to the following judicial or administrative authority:  
Authority:

- 
- \* C. Requests the Central Authority of the State of destination to return to the Central Authority of the State of origin one copy of the documents listed below and attached to this letter rogatory, and an executed Certificate on the attached Form C.

Done at \_\_\_\_\_ this \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_\_\_

---

Signature and stamp of the  
judicial or other adjudicatory  
authority of the State of origin

---

Signature and stamp of the  
Central Authority of the  
State of origin

Title or other identification of each document to be delivered:

---

---

(Attach additional pages, if necessary.)

---

\* Delete if inapplicable.

**ANNEX TO THE ADDITIONAL PROTOCOL TO THE INTER-AMERICAN  
CONVENTION ON LETTERS ROGATORY**

**FORM B**

**ESSENTIAL INFORMATION FOR THE ADDRESSEE<sup>1</sup>**

To (Name and address of the person being served)

---

You are hereby informed that (Brief statement of nature of service)

---

---

A copy of the letter rogatory that gives rise to the service or delivery of these documents is attached to this document. This copy also contains essential information for you. Also attached are copies of the complaint or pleading initiating the action in which the letter rogatory was issued, of the documents attached to the complaint or pleading, and of any rulings that ordered the issuance of the letter rogatory.

**ADDITIONAL INFORMATION  
I \*  
FOR SERVICE**

A. The document being served on you (original or copy) concerns the following:

---

B. The remedies sought or the amount in dispute is as follows:

---

C. By this service, you are requested:

---

D. \* In case of service on you as a defendant you can answer the complaint before the judicial or other adjudicatory authority specified in Form A, Box I (State place, date and hour):

---

\* You are being summoned to appear as:

---

---

<sup>1</sup> \_\_\_\_\_ Complete the original and two copies of this form in the language of the State of origin and two copies in the language of the State of destination.

\* Delete if inapplicable.

\* If some other action is being requested of the person served, please describe:

---

---

---

E. If you fail to comply, the consequences might be:

---

---

---

F. You are hereby informed that a defense counsel appointed by the Court or the following legal aid societies are available to you at the place where the proceeding is pending.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

The documents listed in Part III are being furnished to you so that you may better understand and defend your interests.

**II \***  
**FOR INFORMATION FROM JUDICIAL OR ADMINISTRATIVE AUTHORITY**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and address of the judicial or administrative authority)

You are respectfully requested to furnish the undersigned authority with the following information:

---

---

---

The documents listed in Part III are being furnished to you to facilitate your reply.

---

\* Delete if inapplicable.

**III**  
**LIST OF ATTACHED DOCUMENTS**

---

---

---

---

---

(Attach additional pages if necessary.)

Done at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_\_

---

Signature and stamp of the  
judicial or other adjudicatory  
authority of the State of Origin

---

Signature and stamp of  
the Central Authority  
of the State of Origin

**ANNEX TO THE ADDITIONAL PROTOCOL TO THE  
INTER-AMERICAN CONVENTION ON LETTERS ROGATORY**

FORM C

**CERTIFICATE OF EXECUTION<sup>1</sup>**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and address of judicial or other adjudicatory  
authority that issued the letter rogatory)

In conformity with the Additional Protocol to the Inter-American Convention on Letters Rogatory, signed at Montevideo on May 8, 1979, and in accordance with the attached original letter rogatory, the undersigned Central Authority has the honor to certify the following:

- \* A. That one copy of the documents attached to this Certificate has been served or delivered as follows:

Date: \_\_\_\_\_

At (Address) \_\_\_\_\_

By one of the following methods authorized by the Convention.

- \* (1) In accordance with the special procedure or additional formalities that are described below, as provided for in the second paragraph of Article 10 of the above-mentioned Convention, or

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \* (2) By service personally on the identified addressee or, in the case of a legal entity, on its authorized agent, or

- \* (3) If the person or the authorized agent of the entity to be served was not found, in accordance with the law of the State of destination: (Specify method used)

---

<sup>1</sup> Complete the original and one copy in the language of the State of destination.

\* Delete if inapplicable.

\* B. That the documents referred to in the letter rogatory have been delivered to:

Identity of person

---

Relationship to the addressee

(Family, business or other)

\* C. That the documents attached to the Certificate have not been served or delivered for the  
following reason(s):

---

\* D. In conformity with the Protocol, the party requesting execution of the letter rogatory is  
requested to pay the outstanding balance of costs in the amount indicated in the attached statement.

Done at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

---

Signature and stamp of Central Authority of the State of destination

Where appropriate, attach originals or  
copies of any additional documents proving  
service or delivery, and identify them.

---

\* Delete if inapplicable.